DOCUMENT RESUME

ED 126 743 HE 007 195

TITLE	Faculty Handbook 1974. Chicago State University.
INSTITUTION	Chicago State Univ., Ill.
PUB DATE	74
NOTE	42p.
EDRS PRICE	MF-$0.83 HC-$2.06 Plus Postage.
DESCRIPTORS	Administrative Policy; *College Faculty; Educational Objectives; Faculty Promotion; *Governance; *Higher Education; Job Tenure; *Personnel Policy; *State Universities
IDENTIFIERS	Chicago State University; *Faculty Handbooks; Illinois

ABSTRACT

Brief descriptions of Chicago State University history and organization, personnel policies, institutional procedures and services, student affairs, and university services and procedures are included in the 1974 faculty handbook. Subsections contain goals of the university and statements on academic freedom, faculty appointment, evaluation, tenure, promotion, and benefits. (JT)

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Chicago State University

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Faculty Handbook

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1974

Faculty Handbook

Chicago State University

NINETY-FIFTH STREET AT KING DRIVE, CHICAGO, ILLINOIS 60628

FOREWORD

The Chicago State University *Faculty Handbook* is intended to serve several purposes. It provides brief statements of the history and organization of the University, its facilities and services, and states the policies and procedures under which the University operates. It is further hoped that the *Handbook* reflects the philosophy and aspirations of the University as it seeks to fulfill its unique role in higher education in Illinois.

Except in a few instances the Handbook contains only essential aspects of policies and procedures. More precise definition and details may be obtained from the sources from which these materials were gathered—the *Bylaws*, the *University Constitution*, the *University Catalog*, and various other publications.

This edition, the second printed version, has been updated through 1 September 1974. I shall be pleased to have your comments and suggestions for future editions.

Benjamin Alexander
President

1 September 1974

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I

the university and its organization

FACULTY HANDBOOK

Correction for Page 4 - Divisional Organization

At the time the Handbook went to press, this was an accurate statement. Since then, there has been a reorganization, and that paragraph should be replaced by the following:

COLLEGE ORGANIZATION

The Academic Departments which are linked together by a unity of disciplinary and interdisciplinary interests are grouped into units called Colleges. Presently these are: Arts and Sciences, Education, Business and Administration, and Nursing, each presided over, administratively, by a Dean. There are, in addition, a Dean of Graduate Studies and Graduate Extension, and a Dean of Continuing Education, Summer Session and Undergraduate Extension. The latter two make use of faculties from the entire University as is appropriate and necessary. The Colleges, to a high degree, function as autonomous units within the University, with regular meetings of their faculties, regular sessions of their Department Chairpersons with their Deans, controlling, within certain limits, their own destinies with respect to budget, curriculum and personnel. Each of the four College Deans is an ex-officio member with voting rights on all College Committees. Through the Dean's office, all actions of the College and its Committees are disseminated and implemented.

At all subsequent parts of the Handbook where the term Division or Divisional Committee is encountered, read instead College and College Committee.

See the new organizational chart on Page 6.

History

Chicago State University has a tradition of service to public education which is more than a century old. In 1869 the General Assembly of the State of Illinois authorized the establishment of county normal schools, and Cook County placed one in the village of Englewood that same year. Englewood was later annexed by Chicago, and in 1896 the support and control of Cook County Normal School became the responsibility of the Chicago Board of Education. The name of the institution was changed to Chicago Normal School, later to Chicago Teachers College. The undergraduate curriculum was increased to four years and a graduate program begun. The purpose of the institution remained the preparation of men and women for careers in the public schools in Chicago, Cook County, and northern Illinois.

That purpose was shifted in 1965, when governance of the institution was transferred to the State of Illinois, with the charge that what is now Chicago State University become a large, multi-purpose, urban university. The University is thus in a period of transition. A liberal arts degree in the traditional disciplines has been established. Undergraduate and graduate programs in teacher education have been expanded as has been preparation for other professions in the public schools. The University now offers programs in business and administration, in nursing, and in corrections counseling and is planning additional degree programs. An increased commitment has been made to those students whose previous academic record is poor but who may have the ability to succeed in a four-year degree-granting program. The new campus at Ninety-Fifth Street at King Drive provides the University with increased opportunity to promote and develop that interchange with the community which has been so marked and fruitful a characteristic of its history.

External Administration

The State of Illinois is responsible for the operation, management, control, and maintenance of Chicago State University. The policy-making body of the State delegates responsibility for this direction and control to the Board of Governors of State Colleges and Universities. This Board is also responsible for the direction and control of Eastern Illinois University at Charleston, Northeastern Illinois University in Chicago, Western Illinois University in Macomb and Governors State University in Park Forest. The legal status of the Board and other information about it are set forth in its *Bylaws, Governing Policies* (in effect September 1, 1971) hereafter referred to as *Bylaws*. Since this Board is a policy-making body, it is not generally concerned with details of administration; and the President of the University is given full power and responsibility for the organization, management, direction, and supervision of the institution within the framework of the general policies determined by the Board. *(Bylaws,* p. 19).

The Board of Governors is composed of ten lay members, appointed by the Governor of Illinois for terms of six years, and one ex officio member. The staff of the Board includes an Executive Officer, who acts as advisor to the Board and Presidents. He advises the Board on pertinent legislation, reviews the budget, and works with the Presidents to provide the Board with information.

The Board meets monthly in Charleston, the Chicago area, Macomb, or Springfield. All meetings except those held in executive session are open to the public.

The Board of Governors is one of five boards in the State of Illinois whose activities are coordinated by the Illinois State Board of Higher Education. This Board is responsible for studying the needs and problems of higher education in the State and for the formulation of a master plan for public higher education. It makes recommendations to the Governor and Legislature about budgets, facilities, and other pertinent matters. It also approves or disapproves all proposals for the establishment of new branches or campuses and all new programs of instruction, research, or service. The Board of Higher Education is composed of sixteen members. Ten are citizen members appointed for staggered six-year terms by the Governor with the consent of the Senate. Chairmen of the five governing boards are also members, and the State Superintendent of Public Instruction is an ex officio member.

Internal Administration

The President has full power and responsibility within the framework of the general policies determined by the Board in the organization, management, direction, and supervision of the University and is held accountable by the Board for the successful functioning of the institution in all its departments, divisions, and services. The President is assigned a number of specific legal responsibilities by the Board of Governors. Among them he conducts for and on behalf of the Board all transactions relating to the appointment or employment of personnel; excepted are the granting of tenure to faculty; the final, involuntary separation of an employee to be effective during the term of an employment contract; the final approval of contracts with any collective bargaining agency; and the appointment of major administrative officers and major academic administrative officers

(Bylaws, p. 49). The daily administration of the University is handled by the President, to whom the three operating Vice Presidents report. The President further directs himself to the continuing evaluation of the University, planning for its future, encouraging educational innovation, promoting the goals of the University, and maintaining communication among the University, the governing board, and the community. He also carries direct responsibility for the relations of the University to the community and the general public.

The Vice-President for Academic Affairs is the chief academic officer of the University, responsible for the faculty, the curriculum, and the services directly supporting the teaching-learning process. The Deans of Fine Arts and Humanities, of Social and Behavioral Sciences, of Mathematics and Natural Sciences, of Education, Nursing Education and Graduate Studies report directly to him, as do the Directors of Business and Administration, Libraries, Experimental Education, Black Studies, Latin American Programs, and Academic Services.

The Vice-President for Administrative Affairs is responsible for the general administration of the University including such areas as accounting, computer services, duplicating services, special services and personnel.

The Vice-President for Student Affairs is concerned with student admissions, counseling, health, scholarships and financial aid, career planning, food services, bookstore, veterans affairs and extracurricular activities including athletics and placement.

Government

It is the policy of the Board of Governors that the faculty participate in University government through a democratically chosen organization *(Bylaws,* pp. 39-40). Among the functions of such organizations are to participate in the determination of the curriculum, to participate in the selection of faculty committees, to advise the President on the creation of major administrative positions and the appointment of administrative officers, to participate in preparing and administering the budget, to participate in determining basic policies with respect to campus planning and building construction and utilization, and to share in developing basic policies for the University. Such faculty organizations serve as the channel within which and through which faculty opinion is expressed.

The faculty organization at Chicago State University is described in the *University Constitution.* The structure of government provided by this Constitution draws together in a working unity representatives of the administration, faculty, and students. It is responsive to the principles of representative democracy and majority rule. At the same time it envisions the ideal process of governance as one of consultation and resulting consensus. This *Constitution* has been received by the Board of Governors and signed by the President.

The *Constitution* incorporates the *1940 Statement of Principles on Academic Freedom and Tenure* and the *1958 Statement on Procedural Standards in Faculty Dismissal Proceedings* of the American Association of University Professors and the Association of American Colleges. It also incorporates the *Joint Statement on Rights and Freedoms of Students* (1967) of the United States National Student Association and the Council of the American Association of University Professors.

Divisional Organization

The Academic Departments which are linked together by a unity of disciplinary and interdisciplinary interests and traditions are grouped into separate units called *Divisions.* Presently, these are: the Division of Fine Arts and Humanities, the Division of Behavioral and Social Sciences, the Division of Natural Sciences and Mathematics, the Division of Education, and the Division of Graduate Studies, each presided over, administratively, by a Dean. Each Division functions, to a high degree, as an autonomous unit within the University, with monthly meetings of its faculty, regular sessions of its Department Chairmen with its Dean, controlling, within certain limits, its own destiny with respect to curriculum and personnel. Each Dean is an ex officio member with voting rights on all Divisional Committees. Through his office all actions of the Divisional Committees and of the Division itself are disseminated and implemented.

Departmental Organization

All departments have bylaws for the transaction of department business, and meetings are called by the chairman at least every two months. Voting rights in department elections do not depend on rank.

The department chairman is the fiscal officer of the department and is responsible for the administration of the department. Department chairmen are appointed for one year by the President after consultation with members of the department concerned.

Faculty members who regularly teach graduate courses and persons engaged in research or administration bearing on graduate studies are considered members of the Graduate Faculty, and their status is

decided by the Graduate Committee of each department.

All departments have the committee structure necessary for carrying on their work, and decisions about personnel are made after consultation among the administration, chairman, and appropriate department members.

Inter-Institutional Faculty Committees

All institutions under the Board of Governors elect representatives to a Council of Faculties. This Council is concerned with matters applicable to all universities rather than with those particular to one institution. It provides a means whereby the consideration of policies, procedures, and programs may be undertaken and recommendations made to the Board of Governors. It also reports regularly to the Senate of each institution through the institutional representative *(Bylaws,* p. 46).

The Council is divided into four permanent committees: a General Policy Committee, a Professional Relations Committee, a Finance Committee, and a Salary Committee. Representatives to the Council are nominated and elected by the faculty at each institution; most administrators are ineligible to vote or serve.

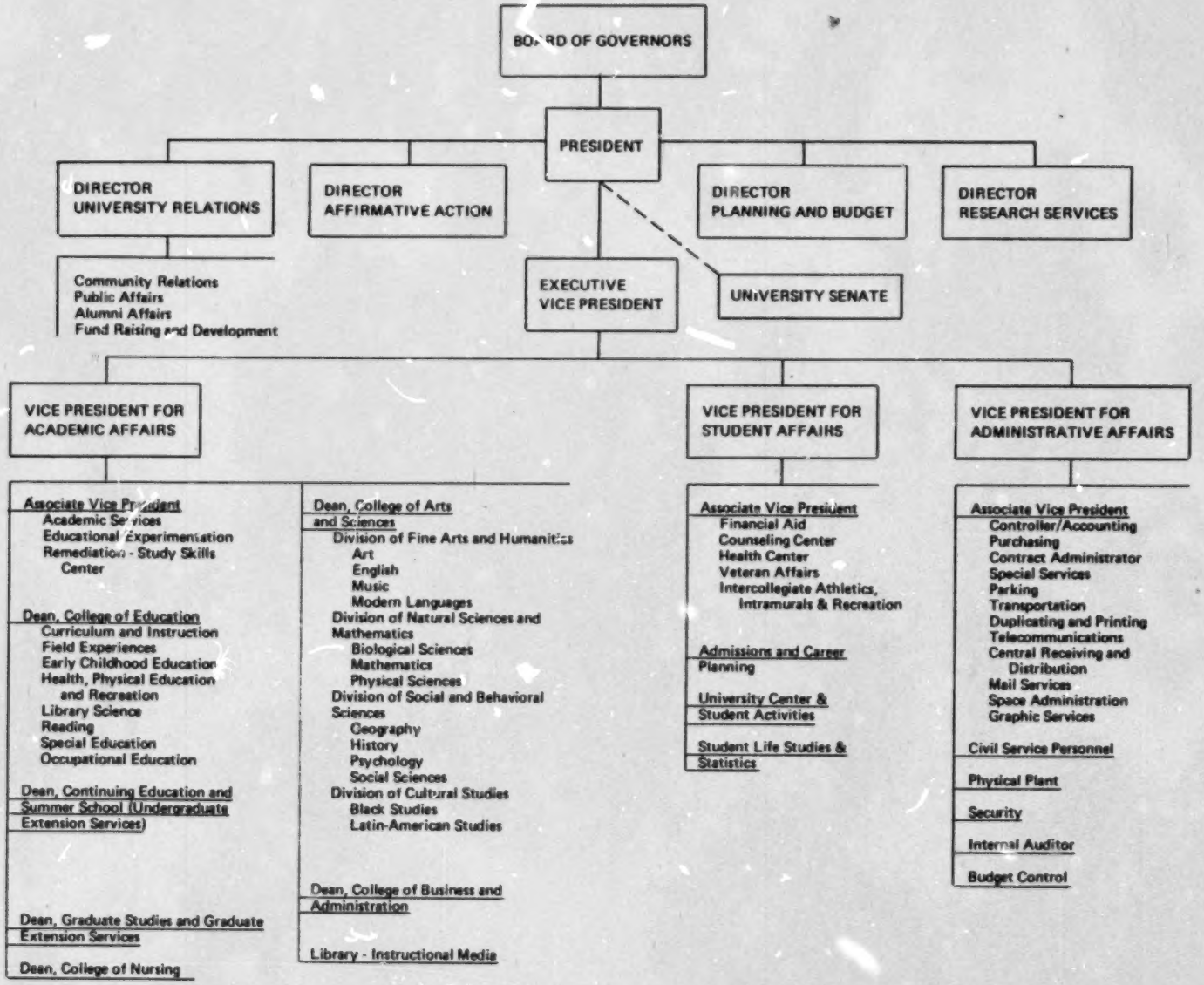
Goals

The central mission of Chicago State University is to promote the educational achievement of undergraduates seeking the baccalaureate degree, preparing them for a life of work and participation in a democratic, urban society. To this end the University commits most of its resources and its energies. The University also provides appropriate study at the master's level.

To accomplish the mission the University pursues the following goals:

1. To provide a liberal education for undergraduate students which will foster (a) certain fundamental values which include humaneness, rationality, creativity, curiosity, critical awareness, and free expression within a framework of orderly and democratic procedure; (b) a concern for the social and moral issues of a changing world and a commitment to the serious investigation and the solution of problems which are part of these issues; and (c) an understanding and an appreciation of the humanities, creative arts, behavioral sciences, and natural sciences.
2. To continue its long tradition of teacher education by providing appropriate training for elementary, secondary, and junior college teachers.
3. To evaluate and when appropriate modify existing curricula and instructional processes and to establish innovative and experimental curricula and instructioanl processes so as to respond to (a) the needs for higher education in metropolitan Chicago; (b) current concerns of society and students; (c) current and developing practices and needs in higher education; (d) standards of effectiveness and efficiency; and (e) priorities with reference to programmatic needs.
4. To develop new undergraduate and graduate programs which will emphasize the acquisition of (a) the concepts and skills required by specific professions or occupations; (b) knowledge and understanding of related professions and occupations; and (c) flexibility in responding to change and the ability to initiate change.
5. To utilize the resources of metropolitan Chicago as both a classroom and laboratory and to recognize the experience gained through such associations as an integral part of the formal educational process.
6. To intensify a sense of community in all constituents of the University—students, alumni, faculty, administration, and staff—by maintaining a physical, intellectual, and social-climate which will attend to the individual needs of its members and will encourage greater identification with the University.
7. To retain the tradition of enrolling recent high school graduates who meet admissions standards while increasing the opportunities for (a) disadvantaged young people; (b) students presenting credits earned at other colleges; (c) adults seeking additional education; and (d) college graduates seeking continuing education at advanced levels.
8. To broaden the University's role through providing services and leadership to improve and strengthen the urban community in ways appropriate to higher education.
9. To encourage those faculty members qualified by interest, experience, and talent to engage in research and scholarship.

ORGANIZATIONAL CHART I
SEPTEMBER 1974



II

personnel policies

Academic Freedom

The governing *Bylaws* of the University affirm the right of faculty members to academic freedom (pp. 20-22). This policy is contained in the *1940 Statement of Principles* of the American Association of University Professors and the Association of American Colleges. It reads as follows:

"1. The teacher is entitled to full freedom in research and the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

"2. The teacher is entitled to freedom in the classroom in discussing his subject but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject.

"3. The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community entails special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman."

All members of the academic staff of the University contribute what they can to the University and refrain from disruption of the operations of the University. Deliberate disruption cannot claim the protection of academic freedom; such actions interfere with the very activities which academic freedom is intended to protect. Faculty members at the University enjoy the protections of academic freedom and are in turn its protectors.

Appointment Procedures and Policies

The appointment of faculty members to Chicago State University is accomplished in accord with the procedures established jointly by department chairmen and the administrators concerned and with policies established by the Board of Governors (*Bylaws,* pp. 8, 11, 19, 25, 49). After the identification of the candidate, a set of his credentials is accumulated, including college transcripts, letters of recommendation and references, and a vita. The chairman and dean review this file with the Departmental Personnel Committee and with the Academic Vice President. If the candidate is a likely one, he may be invited to visit the University to meet with department members, the appropriate dean, the Academic Vice-President, and, if possible, the President. Advisory student assessment of candidates should be also be sought.

Except in rare instances, no departmental personnel are hired without the formal approval of the appropriate committee of the department. When there is consensus among the committee, the chairman, the dean, and the Academic Vice-President that the candidate should be recommended for appointment, he is sent a letter of appointment by the Academic Vice-President, stating the terms of employment. If he accepts, he is sent a contract.

After he accepts a contract, he is expected to fulfill the terms of his appointment, and all appointments are subject to the provision that services be satisfactorily performed. Contracts are subject to the provisions of the *Bylaws* and to such administrative and faculty rules and regulations as may be promulgated for the administration of the University.

The contract form states the academic title or position, e.g., professor; the department or division, e.g., English; and the annual salary. The status of nontenured faculty members is also indicated, e.g., probationary with year of probationary status, summer, temporary, terminal, or administration, as are the beginning and ending dates of appointment.

Contracts are normally for a ten-month academic year, but the Administration may offer an initial contract for a shorter period. A faculty member who prefers not to teach during the May-June term may request an eight-month rather than a ten-month contract. This has the advantage of giving him survivors' insurance coverage from May to September and does not require him to pay into the pension fund for May and June, yet gives him a full year's service credit towards his pension. If he makes this decision after the year is under way, he can exchange his ten-month contract for an eight-month contract. Such requests are approved by the Academic Vice-President.

All contracts are subject to the appropriation and approval of the necessary funds, to the *Bylaws,* to the verification of the qualifications of the faculty member, and to the satisfactory performance of duties. Additional provisions may be added to the contract, such as a commitment to complete additional academic work by a certain date.

Reappointments and Retention

Like all initial appointments, reappointments to the faculty are for one academic year until the faculty

member has tenure. His status as a faculty member, tenured or nontenured, is stated on his contract. All members of the faculty have the same degree of academic freedom regardless of their status.

Recommendations for reappointment or nonreappointment are initiated by the Departmental Personnel Committee. The department chairman serves as chairman of this committee. The committee's recommendation, along with the independent recommendation of the chairman, is forwarded for action to the Divisional Personnel Committee and the dean who transmits these, together with his own recommendations to the Academic Vice-President. The faculty member usually learns the terms of his reappointment by means of a letter and subsequent contract sent him by the Academic Vice-President in midspring.

If a recommendation is not initiated by either the Departmental Personnel Committee of the department chairman, the case is reviewed by the Divisional Personnel Committee and the dean. Negative action by the Divisional Personnel Committee may be appealed by the individual to the Personnel Committee of the University Senate, which makes its recommendation to the Academic Vice-President in whose hands rests the final decision, subject to the approval of the President. The President is delegated by the Board of Governors to conduct all transactions relating to appointments and employment, with certain exceptions (*Bylaws*, p. 49).

The length of time of the probationary period and dates for written notice of nonretention are stated in the Bylaws, as are the rights of the probationary teacher who is dismissed for cause before the expiration of his term appointment (*Bylaws*, p. 22-24).

Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education; but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions a teacher is called to another institution, it may be agreed in writing that this new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years. No faculty member shall acquire tenure in less than three years except by specific approval of the Board of Governors (*Bylaws*, p. 23).

Written notice of nonretention is given at least by March 1 in the first probationary year and at least by December 15 in the second probationary year. In the third or subsequent year of service, notification of nonrenewal of appointment is issued no later than twelve months before the expiration of an appointment.

The performance of persons in their *second* probationary year who are *not* given notice of nonreappointment for their third probationary year must be reviewed at least one year before the expiration of their contract for their *third* probationary year. In other words, in the period between December 15 and approximately June 15 of an academic year, the Departmental Personnel Committee must decide about persons in their second probationary year not only whether they will be employed for a third year but also whether they will be employed for a fourth year.

Failure to give proper notice does not in itself justify any claim for reappointment or tenure (*Bylaws*, p. 23). Grievances regarding the involuntary release of a faculty member who has served two years or more at the time of notification must receive, if requested by the faculty member, the consideration of a faculty committee on personnel, and their recommendation must be reported to the Board of Governors (*Bylaws*, p. 25).

Evaluation

The purpose of evaluation of nontenured faculty is to provide the University with a rational means of determining if it is in the best interests of the University, its students, and the department to reappoint a faculty member. Evaluation also provides the person concerned with an assessment of his strengths and weaknesses which may enable him to improve.

Nontenured faculty members should be evaluated yearly in terms of their qualifications, current performance, potential for future development, and suitability for the University. Qualifications include possession of the doctorate or progress toward it and maturity of outlook and variety of educational experience. Assessment should involve careful evaluation of teaching, professional and creative progress, and service to the University and community. The evaluations should be conducted in terms of the guidelines agreed upon by the Administration and members of the departmental Personnel Committee. Included in evaluation may be class visitation by the chairman and others, student assessment, and examination of class materials and papers. These evaluations should be reviewed with the person being considered.

In considering potential, a department needs to ask itself whether a person is likely to develop, whether he can adapt successfully, and whether he may have unfavorable characteristics which would

become magnified once given tenure. Suitability of a person for this institution with its unique goals and student body should also be considered.

Considerations of reappointment must be made with the same care as those of the initial appointment. Reappointment should not be considered automatic.

Detailed criteria for the evaluation of non-tenured faculty members are distributed in the fall by the Academic Vice-President.

Tenure

Tenure is a means to assure academic freedom. It also offers a sufficient degree of economic security to make the profession attractive to those of ability. At the same time it imposes on the teacher the obligation to improve his teaching and scholarship and to concern himself with the welfare and goals of the University. The freedom and economic security of its faculty members are necessary for an institution to succeed in fulfilling its obligations to society and to its students; and for these reasons faculty members become eligible for tenure after a probationary period, and their services can be terminated only for adequate cause except in the case of retirement or under extraordinary financial conditions *(Bylaws,* pp. 22-24).

No faculty member may acquire tenure in less than three years except by the approval of the Board of Governors upon the recommendation of the President, and any faculty member is considered on probationary appointment unless he has been given tenure by the Board of Governors upon the recommendation of the President. Tenure cannot be granted to those who have less than one year of graduate work completed beyond the master's degree. Tenure is not normally given to instructors since the rank is regarded as a temporary one. Ordinarily only persons with the earned doctorate or its equivalent are awarded tenure.

Among the criteria for tenure are teaching, research, creative abilities, suitability to the University and its purposes, and service to the University and community. The department will also want to consider the role of the person in the department in the future. Tenure should not be based upon seniority or considered "automatic." A detailed description of criteria and procedures is distributed by the Academic Vice-President.

Recommendations for tenure may be initiated by the tenured members of the Departmental Personnel Committee, by the department chairman, or by the divisional dean. Only the *tenured* members of both the Departmental and the Divisional Personnel Committees may vote on recommedations for tenure. Recommendations for tenure may also be initiated by the Academic Vice-President. Recommendations for those persons who are approved by the Departmental Personnel Committee, by the chairman, by the Divisional Personnel Committee or by the dean, are forwarded to the Academic Vice-President. Both the chairman and the dean must accompany these recommendations with statements of their own giving reasons for recommending or not recommending tenure. All such recommendations *must* be forwarded, and must be accompanied by three copies of each faculty member's vita. The dean is solely responsible for transmitting such materials. In mid-winter the Academic Vice-President reviews the recommendations submitted by the deans. Those which he approves are forwarded, together with his own independent recommendations, to the President for final action. If the Academic Vice-President does not approve a recommendation for tenure, he so informs the appropriate dean.

If a recommendation for tenure is not initiated by either the Departmental Personnel Committee or the department chairman, the case is referred to and reviewed by the Divisional Personnel Committee and the dean only if the Department's negative action would result in the nonretention of an untenured individual who is in the sixth year of probationary status. Negative action by the Divisional Personnel Committee may be appealed by the individual to the Personnel Committee of the University Senate which makes its recommendation to the Academic Vice-President for final decision, subject to the approval of the President. The President submits all recommendations for the granting of tenure to the Board of Governors. Board actions occur in the Spring and become effective the following September. However, if the President does not concur with the recommendations of the Academic Vice-President, he may refer the record, with his own recommendations, to the Board of Governors.

The procedural rights of a tenured faculty member for dismissal for cause are stated in the *Bylaws* (P. 23).

Administrative officials who have academic rank in a department may achieve tenure, but the tenure refers only to their status as members of a department. Administrative assignments, including department headships, are made on an annual basis by the President after consultation with the department, the dean, and the Academic Vice-President. The granting of tenure to administration officials who have academic rank in a department is subject to the

usual procedures and regulations relating to tenure.

Promotion in Rank

Promotion in rank is based upon merit rather than seniority. The criteria for promotion include teaching ability, research and creative activities, and service to the University and community. A candidate for promotion should excel in at least one of these categories and be competent in the others. Promotion is recognition of past achievement as well as a sign of confidence that the person is capable of greater responsibilities and accomplishment. A statement of the criteria for promotion is found in the *Bylaws* (pp. 25-26) and in the detailed description of criteria and procedures distributed by the Academic Vice-President in the fall.

The normal requirements for appointment and promotion in rank are summarized in Chart 2, see p. 19.

The faculty of the University is classified into five groups: professors, associate professors, assistant professors, instructors, and lecturers. The proportions in each group are described in the *Bylaws* (pp. 25-26).

Recommendations for promotion in rank for those who meet the criteria may be initiated by the members of the Departmental Personnel Committee, by the department chairman, or by the divisional dean. Recommendations for promotion may also be initiated by the Academic Vice-President. Both within the Departmental and the Divisional committees, members discuss and vote only on those recommendations for a rank below or equal to their own. Recommendations for *only* those persons who are favorably recommended by a majority of the Departmental Personnel Committee, by the chairman, by the Divisional Personnel Committee, and by the dean are forwarded to the Academic Vice-President. Both the chairman and the dean must accompany these recommendations with statements of their own giving reasons for recommending or not recommending promotion. All such recommendations *must* be forwarded and must be accompanied by three copies of each faculty member's vita. The dean is soley responsible for transmitting such materials.

In midwinter the Academic Vice-President reviews the recommendations and reports them, together with his own independent recommendations, to the President. The President, on the basis of the various recommendations and his own judgment, decides whether to approve the promotions, and reports his action to the Board of Governors. All promotions become effective in September.

When a recommendation for promotion is not approved, the appropriate dean is informed by the Academic Vice-President, and the dean informs the individual, the members of the department, and its chairman.

Part-time or full-time administrative officers may be promoted in academic rank upon the recommendation of the department and the President, subject to the usual procedures and regulations relating to the promotion of teaching staff members.

Salary Increments

Like promotions in rank, salary increments are based upon merit, and every effort is made to insure that each person is considered fairly. Among the criteria for salary increment are teaching, research and creative activities, and services to the University and community. A more detailed statement of the criteria is found in the *Bylaws* (pp. 31-33), and in the statement distributed in the winter by the Academic Vice-President.

Recommendations for salary increments are initiated by the members of the departmental Personnel Committee and independently by the department chairman after such discussion with department members as he may wish to have. The recommendations are not in monetary terms but rather a classification of the department members into three groups: (1) those not performing effectively and therefore deserving of no increment or of a lower than typical one; (2) those performing effectively and deserving a typical increment for their rank; (3) those performing well above the expected level of effectiveness and deserving additional increment for exceptional merit. Department chairmen are evaluated only as teaching members of their departments.

The department chairman meets with the divisional dean to discuss the recommendations of his department committee, his own recommendations, and those of the Administration. All such recommendations for increments in salary are sent to the Academic Vice-President for approval, and then to the President for final action.

Ordinarily faculty members learn of changes in their salary as well as of their status as faculty members by letter in midspring. Grievances on salary are initially directed to the department chairman. Thereafter, if resolution is not reached, the appeal is forwarded to the Divisional dean, and finally, if necessary, to the Academic Vice-President.

Resignations and Retirement

Members of the faculty who resign are expected to submit their resignations as early as possible in the academic year and in any case before signing their annual contract. Resignations should be submitted in writing to the Academic Vice-President with a copy to the appropriate dean and department chairman.

An employee intending to retire should state his intention in a letter to the Academic Vice-President, with a copy to the appropriate dean and department chairman. He should give the date at which he wishes his retirement to be effective. Retirement is mandatory at the close of the academic year during which one's 68th birthday falls. The letter should be sent well in advance of the date so that arrangements may be made for a replacement and for the employee to receive the benefits due him.

Prior to departure, a faculty member must complete a form obtained from the Academic Vice-President, which indicates that necessary procedures have been followed. The Office of Nonacademic Personnel has information about medical insurance after resignation or retirement.

Summer Employment

Employment for the two summer months in addition to the ten months guaranteed in the faculty member's contract is contingent upon the budget, enrollment, department needs, and the faculty member's preparation for the work to be done. When there are fewer vacancies than there are qualified teachers, as is commonly the case, the additional employment is ordinarily assigned on the basis of department needs, seniority in the department, and a system of rotation. Any offer of employment in addition to the ten months from September through June guaranteed in the contract is tentative and contingent upon appropriate enrollment figures. (see also p. 14.)

Extension Services

The extension program is designed to meet the needs for continuing education of adults in off-campus locations. A variety of classes, in-service training programs, and institutes for teachers are offered. They are arranged in cooperation with schools and agencies in various communities.

The instructors of extension classes are normally full-time faculty members. Full-time faculty members may be assigned to teach at the Main Campus, or in extension courses.

Outside Employment

Because the University recognizes the professional status of its faculty, it encourages extra *professional* activities, directly related to individual expertise, by faculty members which contribute to individual and institutional development or provide needed larger community services if such activities do not substantially interfere with the specific contractual responsibilities of the individuals involved. The University endorses the principle of appropriate incentive for such activities in forms such as promotion, salary increases, and released time.

The Board of Governors has policies concerning outside gainful employment of faculty members:

1. To insure a proper accounting of all activities and the assurance of a high level of maintenance of essential institutional services, all activities not under the aegis of the institution in the areas of teaching, research, consulting, or like professional activities shall be reported to the President or his designee.

2. Compensation for such activities wherein funds do not flow through the college or university shall be of concern only to the parties involved.

3. Compensation for activities wherein the University acts as the fiscal agent shall be within the framework of existing salary policy since these activities shall be considered part of the total institutional program. If for temporary institutional or individual reasons an overload occurs, then additional compensation may be provided in proportion to the overload; however, such a practice is not encouraged unless absolutely necessary and in no case shall payment exceed twenty-five percent of the annual base salary *(Bylaws,* pp. 44-45).

State law establishes certain guidelines concerning contracting for or accepting anything of value in return for research or consulting services. By law no full-time member of the faculty may undertake, contract for, or accept anything of value in return for research or consulting services for other than his own institution without the prior written approval of the President of the institution or his designee. The request for this approval must contain an estimate of the amount of time involved for the outside services. Again by state law, faculty members must further submit to the President of the institution or his designee (the Academic Vice-President) a follow-up report of the actual amount of time spent on outside research or consulting services.

This law does not exclude a person from

accepting without approval a scholarship or grant for study or research required for a graduate degree or for the improvement of existing skills for which no services will be rendered to the granter or donor of such a scholarship or grant. Nor does it include grants by the federal, state, or local governments for the performance of research or consulting services. But by this law the term "contract" does include grants or other kinds of payment made to a faculty member by a person (either an individual or a corporation), by a partnership, by a foundation, or by an association, and the faculty member must obtain *prior* approval before accepting such a grant or other kind of payment.

Calendar and Teaching Assignment

The University year consists of three sixteen-week trimesters. The fall trimester and winter trimester are each sixteen weeks long. The remaining trimester, extending from early May until mid-August, is divided into an eight-week spring term and an eight-week summer term. Each of these eight-week terms is the equivalent of half a trimester. The ten-months's employment guaranteed a faculty member by his contract includes the fall and winter trimesters and the spring eight-week term. Except by prior agreement a faculty member cannot be required to fulfill the terms of his contract by teaching in the summer term rather than in the spring term. Nor can a faculty member elect to fulfill the terms of his contract by teaching in the summer term rather than in the spring term unless such an arrangement also suits University needs better than his teaching in the spring term (see p. 13.)

The typical teaching assignment for ten months is a total of twenty-seven credit hours. A faculty member may teach twelve credit hours during each of the fall and winter trimesters and three credit hours during one of the short terms, most often the spring. Or he may teach twelve credit hours in one of the long terms, nine credit hours in another of the long terms, and six in one of the short terms, most often the spring. The exact nature of his program depends primarily upon department needs. When the amount of time spent in class does not precisely match the number of credit hours given in the course, as in some laboratory courses, an attempt is made to arrive at an equitable adjustment through a formula arrangement. Class size varies depending on the nature of the subject.

Reduced teaching assignments may be given by the Academic Vice-President to faculty members who have special assignments.

Graduate Faculty

Faculty members often teach both undergraduate and graduate courses. Faculty members who regularly teach graduate courses to graduate students and persons engaged in research or administration bearing on graduate studies make up the graduate faculty. Whether a department member meets these qualifications is decided by the Graduate Committee of each department.

Employment of Relatives

When the employment of more than one member of a family occurs, the relationship is noted in the President's Report to the Board. The relationship is also noted when tenure is recommended for any faculty member if another member of his family is employed. If two faculty members in the same department marry and one comes under the supervision of the other, then one must accept reassignment to another department. If no assignment is available or possible, then one must resign, even if both have tenure. This provision is not effective if both members of the faculty who are in the same department and marry were on the staff before February 22, 1965 *(Bylaws,* p. 42).

Payroll Procedures

Faculty salaries are paid on a semimonthly schedule. A faculty member with a ten-month contract may if he wishes have his semimonthly payments prorated over a twelve-month period. A calendar of paydays is given all faculty members.

Federal and State withholding tax and retirement contributions are automatically deducted from paychecks. In addition, faculty members may arrange to have deductions made for government savings bonds, group life insurance, hospital insurance, tax-sheltered annuities, the Credit Union, charities such as the Crusade of Mercy, and organization dues. Employees are not covered by Social Security.

Attached to each check is a statement showing gross pay, deductions, net pay, gross earnings in the year to date, total amount of tax withheld in the year to date, accumulated sick leave, and accrued vacation. An effort is made to equalize deductions so that the net pay does not vary substantially from one pay period to the next.

A faculty member customarily collects his paycheck in person at the Cashier's Office upon presentation of his identification card, but he may arrange to have his check mailed to his house. A

faculty member on leave with pay may have his check mailed directly to his bank. These arrangements may be made by contacting the Office of the Controller.

Retirement Benefits

All new faculty members are required to participate in the State Universities Retirement System after three years of continuous employment. Participation in the System may begin on the first day of employment or after one or two years of employment by filing a notice of intention to participate. This notice of intention must be filed not more than thirty days after the first day of employment if the intention is to participate immediately, or prior to the end of the first or second year if the intention is to defer participation. The notice of intention may be obtained from the Office of Civil Service Personnel. Contributions of eight percent per month are compulsory and are deducted from each paycheck. The cost to the state for all benefits provided by SURS averages about twelve percent of the total earnings of all members covered by the System. This is in addition to the member's cost. If a member resigns and withdraws his contributions from the System, the cost to the state in his case may be substantially less then twelve percent of his earnings. If he continues in the System for a long time, the cost to the state for his benefits will likely be considerably in excess of the average of twelve percent of earnings.

Among the benefits of the System are a vested retirement annuity program after minimum participation of five years; disability benefits; death and survivor's benefits; four and one-half percent interest on contributions; refund of contributions and interest if an employee leaves the System; and reciprocity with other public retirement systems in Illinois.

Complete and current details of the operation of the State Universities Retirement System may be found in *Your Retirement System,* a series of pamphlets available in the Office of Civil Service Personnel.

Workmen's Compensation

All employees of the University are covered by the Workmen's Compensation act and the Illinois Workmen's Occupational Disease Act, which compensate employees for time lost in excess of seven calendar days because of accidental injury received while on duty as an employee of the institution. The State pays medical bills over $25. The University takes care of medical bills less than $25 resulting from the injury, and, if the employee is disabled, he is eligible for disability payments based on a percentage of earnings and number of dependents. It is the employee's responsibility to initiate any claim for Workmen's Compensation benefits through the Office of Civil Service Personnel. Further information about Workmen's Compensation may be obtained from the Office of Civil Service Personnel.

A faculty member who is injured while performing his duties either on or off campus should report the injury to the Health Center as soon as possible.

Illness and Disability

A faculty member is entitled to twenty non-cumulative calendar days of leave with full pay each year, including his first, for disability or illness. In addition to this annual leave of twenty days, he is entitled to extend disability leave of ten calendar days with full pay for each completed year of service, the unused portion of which in any year is cumulative with no maximum.

Upon recommendation of the department chairman and approval by the President, a faculty member who has completed at least three full years of service may be granted sick leave with full pay for a period (including annual and extended leave already described) sufficient to enable him to reach the date on which disability benefits under the SURS become available. If an employee is granted such an advance, but because of illness or retirement is unable to return to work, he has no obligation to repay the advance.

Faculty members who transfer their employment to another institution under the Board of Governors may transfer their cumulative sick leave *(Bylaws,* pp. 34-35).

Health and Accident Insurance

All faculty members are covered by the Illinois State Employees Group Insurance Program. In addition to the various aspects of free health insurance, the program also includes a specified amount of free life insurance. At the option of the employee, additional personal and dependent insurance may be purchased through regular payroll deductions. A complete description of the program, including eligibility, enrollment, information on filing claims, rates, and benefits is given all facuty members by the Office of Civil Service Personnel.

Credit Union

Faculty members may choose to join the Credit

Union, having their contributions deducted from their paychecks. Membership in the Credit Union affords the opportunity to save as well as to borrow at rates more advantageous than those often available elsewhere. Additional information is available from the Cashier and from the Office of Civil Service Personnel.

Term Life Insurance

A term life insurance program is available to faculty members under conditions and at costs more advantageous than an individual can normally obtain. The insurance is available without a medical examination. A faculty member may purchase either $5,000 or $10,000 of insurance initially and additional amounts each year until a total of $40,000 is reached. Coverage is also possible for one's spouse and children. The cost of the contribution is deducted from the second semimonthly paycheck. Additonal information is available in the Office of Civil Service Personnel.

Tax-Sheltered Annuities

Faculty members are eligible to participate in a tax-sheltered annuity plan on a voluntary basis. The faculty member may choose an amount to be deducted from his monthly salary before taxes are computed, and this sum is deposited in an annuity program. The amount of the deduction is governed by a formula established by the Internal Revenue Service and is based on years of service and annual earnings. These funds, together with the interest they earn, will be included as taxable income in the year or years in which they are taken out of the annuity, either as cash withdrawals or retirement income, or when they are paid to a beneficiary. The plan thus enables one to defer the federal income tax on the part of one's earnings used to purchase annuities. Federal income tax on the interest accumulations is similarly deferred. Thus there may be a tax advantage in the plan for some persons. There are five companies from which these annuties are available through payroll deduction. They offer various plans whereby a portion of the contribution is put into no-risk annunities and another portion into securities which reflect changes in the economy. Additional information is available in the Office of Civil Service Personnel.

Sabbatical Leave

Sabbatical leave may be granted to permit a faculty member to engage in writing or research, to attend an institution of higher learning, or to otherwise add to his professional usefulness.

Except for the "split" leaves defined below, a person must have completed five years or more of full-time service to the University to be eligible for leave, and he cannot receive a leave oftener than once in seven years. The person granted such a leave must agree to serve at least one academic year, excluding a summer term, in a state-supported institution of higher education in Illinois, and he must give a judgment note for the amount granted. This note is cancelled at the end of the year of service required or in the event of the death of its maker. Full-pay leave may be granted for up to six months and half-pay leave for up to twelve months.

"Split" sabbatical leaves are granted for a summer term or trimester only and are for not more than three months at half-pay. They may be granted a person for not more than four successive summers and are contingent upon full-time attendance at a graduate school where the person is working on a program leading to a doctorate for a period of not less than eight weeks in any summer. Such leaves are granted only to a person who has served as a faculty member for three academic years and who holds a master's degree or has thirty semester hours of graduate credit or its equivalent towards an advanced degree. Only one such series of leaves may be given a person. The normal waiting period before a person who has had such a leave may receive a sabbatical leave of one of the regular types begins with the year following the last summer of the "split" leave.

Procedures for applying for sabbatical leave are distributed in the fall by the Academic Vice-President and include information about the form of application and dates. These applications are reviewed by an administrative-faculty committee and forwarded to the Academic Vice-President for his review before action is taken. The sabbatical leave quota for the University is one unit for each twenty-five full-time faculty members or major fraction thereof. Each unit in the quota is regarded as six months at full-pay or twelve months at half-pay. This quota includes both regular sabbatical leaves and "split" leaves.

If a faculty member receives a grant, such as a Fulbright Grant, a Guggenheim Fellowship, or a Ford Foundation Grant, he may be granted sabbatical leave with pay and may accept the grant, provided the amount of his grant allocated to salary plus the amount of his salary while on leave does not exceed his normal salary for the period of the sabbatical by more than twenty-five percent *(Bylaws,* pp. 35-37).

Leave Without Pay

The principles for granting leaves of absence without pay to faculty members are described in the *Bylaws* (p. 31). Faculty members are not entitled to such leave as a matter of right. Requests for such leaves are reviewed by the Academic Vice-President before action is taken. The President will recommend to the Board of Governors only those requests for leave which are for educational service and from which the University will benefit. There must be assurance either that the vacated position can be absorbed or that a suitable replacement can be secured (*Bylaws*, pp.33-34).

Such leaves are intended for those whose commitment to the University has been clearly demonstrated and to whom the University is willing to make a long-term commitment. Ordinarily this means tenured faculty members. Such leaves should not be used to enable a faculty member to test a new position while retaining his status at the University. Young persons with only a few years of service at the University will not normally be given a leave of absence to do graduate work although the University is happy to consider reappointment with credit for prior service of such persons who resign to do graduate work and later seek reemployment.

Funeral Leave

Leave with pay for a period of up to three days is granted for the funeral of a member of the immediate family or household (husband, wife, mother, father, brother, sister, children, mother-in-law, father-in-law, or any relative within the first degree living in a household). Leave with pay for up to one day is granted for the funeral of a relative outside the immediate household (aunt, uncle, niece, nephew, in-laws other than described above, cousins within the first degree, and grandparents). Any leave beyond these amounts may be approved by the department chairman and charged against accrued sick leave.

Maternity Leave

The Board of Governors may place a pregnant faculty member on maternity leave either upon her own request or upon the recommendation of the President of the institution at which she is employed (*Bylaws*, p. 38).

Military Service

Persons with leaves of absence for military service return to the staff with the same rating and status that they had when entering the service.

A member of the National Guard or any reserve component of the armed forces or other state military componenets who is called to temporary active duty in case of civil distrubance or natural disaster declared to be an emergency by the Governor may receive a combined wage from the University and the military equal to but not exceeding his straight time daily rate for work days absent. If the daily rate received for temporary active duty exceeds the daily rate of the employee from the institution, the employee may elect to accept the higher rate; if so, he receives no compensation from the institution (*Bylaws*, pp. 37-38).

Jury and Witness Duty

When a faculty member is called for jury or witness duty, he is automatically given special leave and receives his regular salary during the entire time he serves as a witness or on jury duty.

Moving Expenses

New faculty members are eligible for partial payment of moving expenses. The allowance is $50 plus 30 cents per mile, as determined by concentric circles of distance from Chicago. The maximum allowance for moving is $350. When two members of the same household are appointed to full-time faculty positions, moving expenses will be paid in an amount not to exceed the allowance for one member. (*Bylaws*, pp. 64-65, 73-74).

Travel to Professional Meetings

To the extent that funds are available the University pays part or all of the expenses of a faculty member who attends the meetings of professional organizations to which he belongs. Department budgets include an amount for the professional travel of faculty members. The fiscal officer must approve all expenses and will obtain the required countersignature of his dean and the Academic Vice-President. Application for such travel must be made in advance on forms available in department offices, and arrangements must be made for covering classes.

Meetings may also be attended at an individual's expense if his absence is approved by his chairman and arrangements are made for covering classes.

Faculty members who travel at the request of the President to perform a service for the University normally have their expenses paid in full from funds apart from their department budget.

The standards for reasonable and acceptable

expenses may be found in the *Bylaws and Governing Policies of the Board of Governors,* subject to compliance with State of Illinois Travel Regulations. Each fiscal officer is responsible for administering these policies and regulations. Inquiries should be channeled through the fiscal officer responsible for the department budget. Specific information on reimbursement procedures may be obtained from the Travel Control Clerk in the Accounting Office.

Research Support

At the discretion of the department chairman and appropriate dean and within departmental budget limitations, a reduction in teaching load may be arranged to permit a faculty member to work on a research project. Departmental financial support may also be arranged within the same limitations.

The University budget also provides limited funds for research. The Committee on Organized Research considers applications for funds from this source and recommends grants. The Office of Research Services is also aware of resources outside the University.

The Library and the offices of Instructional Media, Duplicating Services, and Computer Services are also able to assist in research projects. Student help is available within budgetary provisions.

Educational Opportunities

A faculty member holding the rank of instructor through professor or a faculty assistant may enroll for credit in any course for which he has prerequisites with exemption from all fees. A faculty member or assistant on a full-time contract may enroll for two courses in any one term. A faculty member on a part-time contract may enroll for two courses in any one term, and a faculty assistant employed for at least half time may also enroll for two courses. The approval of the Academic Vice-President is necessary for enrollment.

Each faculty member who wishes to enroll for credit in a course must file with his department chairman or other supervisor a description of his proposed program of studies. The department chairman then forwards the statement with his recommendation to the appropriate dean or director for approval *(Bylaws,* pp. 42-43).

The rule further requires authorization from the administration prior to registering for such courses. Each faculty assistant who wishes to enroll for a tuition-free course should secure from the Academic Vice-President a signed authorization to present at the time of registration. No tuition will be remitted unless the authorization form is present at the time.

Disruptive Activities

Members of the faculty who participate in unlawful activities which disrupt educational functions will be dealt with in accordance with established disciplinary and administrative processes. These processes may be invoked regardless of either civil or ciminal actions arising from the same event *(Bylaws,* p. 52).

Attendance at University Functions

Faculty members are expected to attend such University functions as general faculty meetings and department meetings so as to participate as fully as possible in the activities and concerns of the University. Attendance at department meetings in particular offers the faculty member the opportunity to help determine policies that affect him immediately and personally.

Faculty members are also expected to attend Commencement Exercises. These are held twice a year. Academic costume is provided without charge for those desiring to participate.

Faculty Records and Reports

Reports and information may be requested of faculty members by various offices and departments of the University. These may include reports of professional activities of faculty members, referrals of students, scholarship and leadership recommendations, and the evaluation of seniors. Prompt submission of these reports enables the University to operate efficiently.

A personnel file for each faculty member is maintained in the Faculty Records Office. The faculty member should be sure that his file is kept current and that such matters as the awarding of a degree are on record. Copies of publications and other indications of professional activity should be sent for inclusion in the file as they occur.

Identification Cards

Faculty members are issued identification cards annually. These are used when obtaining paychecks and may be required for purposes of security. Changes in the information included on the card should be reported to the Faculty Records Office, where a new card will be issued in midyear if necessary.

Chart II
Normal Requirements for Appointment And Promotion In Rank

TITLE	MINIMUM ACADEMIC PREPARATION	APPOINTMENT	TIME IN RANK FOR PROMOTION
Instructor	Master's degree	Master's degree	Instructor to Assistant Professor: Minimum 1-4 years of college teaching experience. Maximum - normally seven years
Assistant Professor	Completion of one year of approved graduate work in addition to the Master's degree, and evidence of early completion of the doctorate	1 - 4 years of college teaching	Assistant to Associate Professor: Minimum - two years teaching experience at Chicago State University. Total of five years of college teaching
Associate Professor	Earned doctorate, academically accepted equivalent or comparable training for special field of work.	Minimum of five years of college teaching, two of which must have been at Assistant Professor level	Associate Professor to Full: Minimum of eight years of college teaching experience or fewer years if supplemented by outstanding related experience. Minimum of three years in rank as Associate Professor two years of which must have been at Chicago State University
Full Professor	Earned doctorate or academically accepted equivalent	Minimum of eight years of college teaching - minimum of four years of Associate Professor rank	

III

instructional procedures and services

Teaching Programs

The courses taught by a faculty member in a given term are determined by the department chairman in consultation with the person involved. The days and hours at which these courses are scheduled are determined by the Coordinator of Course Scheduling in consultation with the department chairman. Since classes are scheduled on Monday through Friday from 8 a.m. until late in the evening and on Saturdays until midafternoon, the Coordinator tries to arrange an early or late program depending on the preference of the faculty member, when possible. A teacher with Saturday classes will ordinarily have no Monday classes.

Office and Classroom Assignments

The assignment of office space is made by the Academic Vice-President in consultation with department chairmen.

Classes are assigned meeting rooms by the Coordinator of Course Scheduling in consultation with the deans and department chairmen. Special space requirements must be made known to the Coordinator when class schedules are being prepared, ususally about four months before the beginning of the term. Since space is limited, it is unlikely that changes can be made after the schedule is prepared. Permission to change room assignments must be obtained from the Coordinator, and it is the responsibility of the faculty member to inform all concerned, including the department chairman, of the change.

Absence

Classes should be met regularly at the times and places scheduled except when other arrangements have been approved by the department chairman. In those instances when instruction will be better served by an alternative meeting or a special assignment in lieu of a meeting, the faculty member should inform his chairman of the change. No changes in regular meeting hours for a class may be made without the prior approval of the Coordinator of Course Scheduling. When an instructor anticipates missing a class, he should inform his chairman and make arrangements for the instruction of the class.

Classes are normally kept in session for the entire period. Since a class ordinarily waits only ten minutes for an instructor to appear, a faculty member who knows that he will be more than ten minutes late should get a message to his class if he will be able to meet it.

Classes are kept in session throughout the entire term, including the final examination period, whether or not the period is used for examinations.

Student Conferences

Faculty members are expected to maintain an adequate number of office hours for student conferences. These hours are posted, and the opportunity is given for appointments at other times. If the student needs assistance beyond what the instructor can give, he should be referred to the Counseling Center.

The Office of Academic Services has on file a student's personal folder, which includes a permanent record card with his course and grade record. Faculty members may examine these records, and staff members in the Office of Academic Services will aid in their interpretation. The records are confidential and may not be removed from the Office of Academic Services.

No information about students' views, beliefs, activities, and political associations which members of the University community acquire in the course of their work as teachers, administrators, advisors, and counselors may be entered in any University file. Judgments of an individual student's ability and character, however, may be provided under appropriate circumstances, such as a request for a letter of recommendation, and any information may be supplied if the student requests it.

Student Advisors

All faculty members are available to function as undergraduate or graduate advisors. Each student is assigned to a faculty advisor by the chairman of the department in which the student's major lies, consults with his advisor, and develops a program of study designed to meet his individual needs and those specifically required for graduation. Throughout the academic career of the student, close contact with the advisor is important.

Faculty members also serve as advisors to student clubs and organizations, and are chosen by the members of the respective organizations.

Registration

Preceding and during undergraduate registration, department advisors are available for consultation with students about their programs. Graduate advisors in those departments offering graduate degrees are present during registration for evening

program courses. Faculty members teaching evening program courses may be asked to assist in registration. All registration is under the direction of the Director of Academic Services.

Textbooks

Each instructor chooses the texts he uses unless the department or an appropriate committee of the department has agreed upon certain texts to be used by all who teach a given course. Departments may require that specific kinds of material be covered in a course.

Instructors are responsible for furnishing their chairman or his designee with the titles of their textbooks so that orders may be placed. These orders should be placed at least sixty days in advance of the term in which the text will be used. Last minute changes or additions of texts should be avoided.

Class Lists, Records, and Attendance

Instructors are expected to keep records of students' work. These records should be retained for one calendar year after the completion of the term in order to answer questions about grades. Should the instructor leave the employment of the University, the records should be turned over to the department chairman. Record books for this purpose are available in department offices.

Shortly after the opening of the term, the Office of Academic Services furnishes each instructor with a temporary list of the students enrolled in his classes and with forms for reporting discrepancies. A final class list is given later in the term. Instructors may find it useful to keep a file of their students' names, addresses, and telephone numbers.

Regularity in attendance is expected of all students, and the responsibility for such attendance is theirs. The University does not use a cut system. Each instructor should announce to his classes at the beginning of the term what his policy on absences and late work is. Faculty members are not required to report absences though they should keep a record of them. A more detailed statement of attendance policies is found in the *University Catalog*.

Grading and Examinations

Student achievement in course work is evaluated by faculty members in letter grades, which are reported to the Office of Academic Services. This office computes individual scholastic averages and determines class standings of students through the use of grade points (numerical equivalents) assigned to letter grades.

Final examinations are given in all courses except those exempted by general faculty or administrative action. Typically, final examinations are given during the last class meetings of each course. Graduating seniors in their final term may at the discretion of the instructor be exempted from final examinations in those courses in which they have a grade average of C or better, or such students may be given their final examination at an earlier time. The date on which final grades are due is announced by the Office of Academic Services.

Faculty members who find it necessary to change a student's final grade should use the Change of Grade Form, available from the Office of Academic Services. This form is signed by the instructor and the chairman and returned to this office to make the change of grade official.

Every student has the right to be judged fairly in accordance with grading criteria which the faculty member states clearly and explicitly. These criteria should be reasonable and appropriate for the needs of the discipline and the student. In the event that a student questions the accuracy of a grade, he has the right to query the instructor about the derivation of the grade. The faculty member has the obligation to entertain the inquiry and to explain the way in which the grade was derived. Differences of opinion between the student and faculty member concerning the grade are usually resolved at the department level. Some departments have joint faculty-student committees to deal with problems of this nature. The Office of the Vice-President for Student Affairs is also available for assistance.

Penalties for cheating, including plagiarism, may be assigned by the instructor in accord with department policy. The University Standards for Student Conduct further provide that the University may take such disciplinary action as reprimand, restriction of privileges, suspension, or expulsion for engaging in academic dishonesty such as intentional plagiarism, giving or receiving help during an examination, obtaining copies of tests or scoring devices, or false impersonation. Instructors should familiarize their students with this section of the Standards and with what is meant by plagiarism.

A full statement of policies for grading, withdrawals, and related academic regulations appears in the *University Catalog*.

Office of Instructional Media

The Office of Instructional Media makes available to the faculty for classroom use motion pictures, overhead and opaque projectors, slide and filmstrip projectors, phonographs, tape recorders, radios, television receivers and public address systems.

The Office of Instructional Media also has added a TV studio and high speed tape duplicating facilities to its list of services. The use of any of this equipment or facilities can be obtained by completing a request form and returning it to the Office of Instructional Media twenty-four hours before such service is needed. Projectionists, operators and technicians are supplied.

A collection of 16mm films is available; rental of additional films may be arranged on a two-week notice only. Records and cassette recordings are also available for class use. There is also available video tape recording for classroom use. Individual faculty instruction in the use of equipment can be arranged.

Library

The University maintains a collection of approximately 200,000 books and periodicals, housed in the Douglas Library. Requests for books and other materials should be sent to the Order Department on Book Request Cards, available from the Order Department. Reserve book lists should be sent to the Reserve Desk before the beginning of the term in which the faculty member intends to assign the books. Such requests should be made on the Reserve Book List form, available at the Reserve Desk.

Faculty members may borrow books from the general circulating collection for as long as they need them. Periodicals and materials from the Materials Center have a more restricted circulation. Requests for interlibrary loans are handled by the Reference Department. The Reference Librarian will also write letters on behalf of students who need to consult libraries which are available only by special permission; as a rule only graduate students may be given this permission.

All faculty members are given a copy of a *Faculty Guide to the Library*, which details library activities and procedures as they affect the faculty.

IV

student affairs

Student Life

Information about academic matters like admission to the University, examinations, grading, attendance, and course load appears in the *University Catalog.* Such services as guidance and counseling, financial aid, placement, health, alumni, and athletics are also described in the *Catalog.*

The *Student Handbook,* published by the Student Government, contains information about student organizations, student publications, and student activities. The *Handbook* is available in the Student Government and Student Activities Offices. Faculty members should be familiar with both the *Catalog* and the *Student Handbook;* the information in them is not duplicated here. Some information about the Counseling Center, the system of student advising, and student conduct may be summarized, however.

Counseling Center

The Counseling Center has two basic psychological functions:

1. To assist the student in solving personal problems through private conferences; and,
2. To assist the student in exploring his/her own potential for self-actualization through group activity.

Besides these fundamental psychological functions, the psychological counselors assist the student in career selection consistent with his/her personality through vocational and personality testing and private conferences. A major concern of the Counseling Center is the emotional and mental health of the University community. The Center also counsels students in effective study methods. The psychological counselors serve as consultants to administrators, faculty, and staff to provide an understanding of the needs and aspirations of our students. Any student is eligible for the services of the Center either by self-referral or upon referral by members of the administration and faculty. Professional ethics on confidentiality is strictly adhered to.

Students Rights, Freedoms, and Conduct

The University has three official statements on the rights, freedoms, and conduct of students. They are the Joint Statement on Rights and Freedoms of Students; a statement on Student Freedoms and the Confidentiality of Student Records; and the Standards for Student Conduct and Rules of Procedures for a Hearing Board on Student Conduct. Copies of these are given to all faculty members and students, and all faculty members should be familiar with them. The first is a part of the *University Constitution,* and the other two statements make explicit some of the recommendations in the first document.

The University respects the rights guaranteed the student by the constitutions and laws of the United States and the State of Illinois. His freedom of speech and freedom of discussion and inquiry are protected. He has the right to peaceful dissent, demonstration, and petition so long as the rights of others are not transgressed. All facilities and services of the University are open to all students without respect to race, religion, creed, gender, or national origin.

University records contain information only about the student's academic progress, not about his views, beliefs, activities, and political associations. Students have the right to participate in the governance of the University and to form organizations for their common interests.

The University must protect its intellectual mission and accept responsibility for the conduct of its own affairs. The Standards and Rules which do this further comply with a provision of the Board of Governors that students participating in unlawful activities which disrupt educational functions must be dealt with in accordance with established disciplinary and administrative processes and with a state law requiring public colleges to state and file their policies on student conduct and discipline *(Bylaws,* pp. 51-53).

Broadly speaking, the kinds of offenses for which the University may take disciplinary action are of two kinds. The first are disruptive or coercive actions—those which interfere with the educational mission of the University. These include such things as interfering with class attendance or taking possession of a building or classroom. These actions interfere with what is required of anyone as part of his work as student, faculty member, administrator, or member of the staff. Another class of offenses for which disciplinary action may be taken involves such matters as the illegal possession of liquor or drugs or cheating on examinations.

The disciplinary procedures are stated in detail so that everyone knows how discipline is administered. The Standards and Rules state what kinds of acts are subject to disciplinary action and how the action is administered.

The student is assured the due process guaranteed him by law. He is assumed innocent, and his status as a student is not altered before the recommendation of the hearing board except for compelling reasons. He has the right to an advisor at the hearing and to examine and cross-examine witnesses and to present opening and closing arguments. He has the further right of appeal to the President of the University and to the courts.

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V

university services and procedures

Office of Alumni Services

The Office of Alumni Services serves as liaison between the University and the Alumni Association. The purpose of the Association is to promote support and understanding for the University and to establish mutually beneficial relations between the University and its alumni.

The Alumni Office strives to maintain accurate and up-to-date records of alumni and sponsors a variety of activities providing alumni with the opportunity to become involved as active members of the University family.

Faculty members are invited and encouraged to consult with the Alumni Office regarding the available resources of the Office and the Alumni Association.

Office of Community Services

The University has a special responsibility, as a senior state institution of higher education, to serve the citizens of Illinois in whatever ways are possible and congruent with CSU's mission. The Office of Community Services is responsible for identifying community needs and interests to which the University can respond, and for organizing and coordinating programs to meet those needs and interests. Faculty members are invited to consult with the Office with regard to community problems and programs.

Office of Public Affairs

The Office of Public Affairs is responsible for planning and executing activities, including the dissemination of information to the media, which develop understanding of, and goodwill toward Chicago State University. The Office also is responsible for gathering data about attitudes toward the University so that administrative decisions may be made in the fullest possible light of probable public response. When time permits, specialists in communications are available for consultation on faculty and department projects.

Office of Graphic Services

The Office of Graphic Services provides support to the University for its publications needs. It offers design, typographic and finished art service to the various departments and offices preparing print material.

It does not supply editorial assistance in the preparation of copy.

Departments and offices requesting graphic services should let the office know as early as possible the date the finished piece is needed.

Graphic Services will initiate a charge back costing system beginning July '73. The charge is made against the departmental budget commodities line item. When all or part of the material or service is supplied by an outside vendor then the charge is made against the contractual line item.

Duplicating Services

Duplicating Services is responsible for reproducing instructional materials for faculty members. Its equipment currently includes a Xerox 7000 Copier with sorter (collator) attachment, four offset presses, a collator and stapler with a folder attachment, an A.B. Dick folder, a G.B.C. binder & puncher, a Nuarc plate maker, a power paper cutter, and a camera processor. The Office is prepared to produce all types of printed materials including brochures, booklets, forms, announcements, and form letters. It works closely with the Office of Graphic Services.

To make the most efficient use of Duplicating Services, faculty members should observe the following procedures:

For all jobs performed in Duplicating Services a DSD (Duplicating Services Department) Requisition must be filled out, including job instructions, full account number stamp, date needed, and signature of the appropriate fiscal officer—for a faculty member, usually his chairman. The completed requisition and the work must be submitted to Duplicating Services by authorized personnel. At this time the requisition is logged in, given a job number and the charges are computed. The charge is made against the departmental budget commodities line item. When part or all of the material or service is supplied by an outside vendor then the charge is made against the contractual line item. When picked up, the completed material will be accompanied by a yellow copy of the requisition to serve as a receipt for charge. The work also must be signed out.

If the estimated cost of the job is $15 or less, the Duplicating Services Supervisor is authorized to put the work in process immediately. If the cost is greater, the Supervisor first obtains fiscal approval from the Manager of Accounting, and if he verifies that monies are not available, he communicates with the appropriate fiscal officer. Upon completion of the job, the faculty member is informed that he can pick up the material. Copyright restrictions are enforced.

Any and all copying/duplicating work must explicitly refer to some faculty, staff, or student activities to the extent that the name of the University or the CSU logo must be evident. Any and all copying/duplicating work that does not adhere to this policy must be returned by the Supervisor of

Duplicating Services to the fiscal officer requesting the service.

There are several copying locations. The Xerox 7000 with sorter is located in the Duplicating Services Department. Other copying machines are located as follows: Xerox 4000 in A211, C215, D West, D East, E 3rd floor lobby, and F320; 3M VHS Copiers may be found in F320 and H101. The copying locations are available for reproductions of from 1 to 100 copies of materials. If more than 100 copies are needed, the work will be done by offset press.

The Xerox 7000 Copier is recommended for long runs as it is the fastest of the three types. It has a reproduction rate of 60 copies per minute. It is the only copier that will reduce printed material from large sheets (up to 14" x 18") onto 8½ x 11 or 8½ x 14 inch paper.

The Xerox 4000 Copier is recommended for special reproductions. It is next to the 7000 in speed with a reproduction rate of 40 copies per minute. It can reproduce on two sides if desired. It will reproduce a picture and also pick up half tones. It is recommended for reproducing mailing labels. Finally, the 4000 Copier will reproduce on up to 90 lb. card stock.

There are two 3M VHS Copiers. While this copier is considerably slower, with a reproduction rate of approximately 25 copies per minute, it will reproduce half tones best.

The following regulations apply to the use of the copiers. The Copying Requisition must be filled out complete with account name and number and signed by the appropriate fiscal officer—for a faculty member, usually his chairman—and brought to the copying station. Upon completion of the work, the white sheet of the requisition is returned for record purposes. For personal requests, one would pay the Cashier the total amount and bring the receipt to the operator.

Copying charges are as follows: five cents per copy on 20 lb. paper; ten cents per copy for card stock; ten cents per typing matrix for mailing labels; twenty cents per label; and sixty cents per transparency. The charges are made against the departmental budget contractual line item.

Usually, printing jobs are completed within two days if the DSD Requisition is properly filled out, if the master copy is set to run, if the number of copies is not over 5,000 of one side, if collation and stapling are not required, and if there is no printing on both sides. More than two days are required if the job requires corrections, additions, collation, stapling, folding, use of more than one color, etc., or if fiscal approval from the Comptroller's Office is necessary.

In requesting duplication services, a faculty member should plan according to the following schedule. Because of the deadlines involved, weekly and monthly publications must be printed according to regular schedules, and no requisition pre-empts these publication deadlines. After these, examination forms generally receive first priority and normally take not more than 4 hours to produce. A telephone call should be made to the Supervisor of Duplicating Services to aid in the prompt scheduling of examination work. Dated materials are generally ready within 4 hours; this category includes group mailings to outside persons but not internal memos. Internal memos are printed within 48 hours unless given special priority. Minutes of meetings are printed within 3 days unless given special priority. For study aids and class outlines 4 days should be allowed.

Forms such as application blanks, admission materials, etc. should be ordered at least 30 days in advance. Because it is easy to anticipate the need for such materials, they receive lowest priority.

Office of Information Systems and Computational Services

The Office of Information Systems and Computational Services consists of three staff functions:

Data Processing provides computer processing services to faculty, students and administration. Personnel are available to consult with faculty members who are interested in using a computer in their research projects or in the development of student instructional material. To the administrator, data processing provides the staff which analyzes their information needs, designs, and then installs computer systems to meet their needs.

Internal Operating Budget coordinates the entire Internal Operating Budget process, including all funds. It monitors the actual results, analyzes the variances, develops explanations for the variances, and notifies the administration of the results of the analysis. It is the responsibility of the budgeting process to assure that all expenditures for a fiscal year are covered by income received in that fiscal year.

Operations Analysis constructs mathematical models about the non-expenditure operations of the University. It is concerned with what is and not with what ought to be. In this model building role it works with administration to identify trends taking place which affect the characteristics of major units of the University. In addition, it acts as the archive for all external reports submitted by the University.

Computing equipment available is an IBM System 360/50 which operates under OS/MVT/HASP. Keypunch and unit record equip-

ment are available for faculty and student use on the first floor of F Building.

Office of Research Services

The Office of Research Services works to obtain outside assistance for the University in the areas of research, training, student assistance, and community service. While the primary responsibility for the formulation of ideas and the development of proposals remains with the faculty and staff of the University, the Office seeks to stimulate greater interest, to advise all interested faculty of potential support for their fields, and to provide a wide range of supplementary services in the preparation of a formal proposal. The Office also serves as a liaison between the University and governmental agencies, private foundations, and corporations. In general, the Office seeks to find the resources to allow the faculty and staff of the University to perform those activities deemed important to and appropriate for the University.

Cultural, Professional, and Social Opportunities

The Office of the University Center and Student Activities plans and implements a broad array of programs. Faculty members and families are invited and encouraged to attend and participate, free of charge, in the co-curricular programs.

Discount tickets for the theatrical University athletic events and other off-campus events are often available through the Activities Office. These events are announced in the *Mire Wire* or through other means.

Professional organizations, among them the American Association of University Professors and the American Federation of Teachers, have chapters on the campus and meet regularly. These events are announced in the *Mire Wire* or through other means. The Social Committee of the University Senate also sponsors a number of events.

The physical education facilities of the University, including the swimming pool, the gymnasia and exercise equipment, sauna facilities, and the tennis courts, are available to faculty members when not used by students. Arrangements are made through the Director of Athletics. Throughout the week special times are set aside for the use of these facilities by faculty members and their families.

Staff Directory

At the beginning of the academic year, the University publishes a directory of all faculty and staff members, giving each member's name, rank, department, office number, telephone extension, home address, home telephone number, and spouse's name. This directory is regularly revised.

Cards containing programs, office locations, and the home address and phone number of faculty members are filed in the Office of Academic Services. These are available to faculty and students. Addresses, phone numbers, and programs of students are also available in the Activities Office and in the Office of Graduate Studies.

Mail Services

Interoffice and United States mail is picked up and delivered three times daily Monday through Friday at department offices, where it is further distributed to the faculty members' mailboxes. Outgoing mail should be placed in the area provided for this purpose in the department office.

Special envelopes are available for interoffice mail; these should be reused. Postage will be provided for United States mail only when it is in University envelopes and deals with offical University business. Additional information about mail service is available from the Mail Room.

The following types of mail are accepted by the Mail Room for general distribution to all faculty members: (1) mail from organizations of faculty or staff which bears the name of the organization and is dated and signed by the officer responsible for the distribution; (2) mail from a recognized student organization which bears the name of the organization and is dated and signed by the officer responsible for the distribution; (3) mail from individual faculty or staff members which is identified by the name, not necessarily the signature, of the person responsible for the distribution. Mail Room personnel are not permitted to distribute or mail items which are not relevant to the University or the profession.

Telephone Service

The University is equipped with a Centrex telephone system which permits the direct dialing of inside calls and the internal transferring of all calls received from off campus. All offices and departments have their own direct telephone numbers, which are listed in the *Faculty-Staff Directory*. For numbers not listed in the Directory, call the chief operator at *995-2549*. Public pay phones are located throughout the campus.

Arrangements for Meetings

Because of the many University activities, it is important that a faculty member register both on-campus and off-campus events with the Activities Office and request physical space, if needed, through the following offices.

Certain areas, such as rooms and lounges in the University Center can be reserved only through the Activities Office. Classrooms and lecture halls to be used for student or faculty meetings of any kind must be arranged for through the Coordinator of Course Scheduling in Academic Services. Off-campus groups and community organizations desiring meeting space for non-academic purposes should initially contact the Physical Plant Office. The faculty member responsible for any of the above meetings should also inform the Office of Public Affairs of the time and place so that the information can appear in the University's news facility. Furthermore, advance information about social events or lectures, which will be announced in the Events Calendar, should be sent for publication to the Activities Office a month before the beginning of the term.

The Office of Special Services should be notified when appropriate so arrangements can be made for security, telephone operators, food services, and parking. Supplies for meetings and social events, such as coffee-makers, glassware, and chairs are available through the Activities Office. Requests for these items should be made two weeks before the events.

Food Services

During the academic year cafeteria and snack bar service in the University Center is open from 7:30 a.m. to 5:00 p.m., Monday through Thursday, and from 7:30 a.m. to 4:00 p.m. on Friday. Lunch hot line service is open Monday through Friday from 11:00 a.m. to 2:00 p.m. Vending machines are also available in the University Center for use throughout the year. In addition, a separate dining room, providing table service and a special selection menu, is located on the mezzanine of the University Center. The Food Service staff can also arrange to provide food for special occasions in the Center and in other locations on campus. Arrangements should be made with the resident Food Service Manager.

Parking and Traffic Regulations

All motor vehicles occupying University parking lots must have a University decal. A decal is issued to a faculty member by the Office of Transportation upon payment of a fee, currently $21, and presentation of his driver's license, automobile registration number, and make, color, and year of automobile. Owing to crowded conditions, parking space in University lots cannot be guaranteed.

Detailed parking regulations are available in the Office of Transportation for all faculty members and describe the lots available for faculty parking, penalties for violation of parking regulations, and the role of the security police in enforcing regulations. A Traffic Violations Review Committee adjudicates from penalties.

State-Owned Motor Vehicles

The University owns several vehicles which are available to faculty members and students for use on University business. Arrangements for use of these cars should be made with the Transportation Office. The Transportation Office will furnish the appropriate forms and instructions for picking up keys, credit cards, and returning the car.

Travel Regulations: General Statement

The travel regulations on this and the next few pages have been formulated by the Board of Governors and are within the limits of the travel regulations promulgated by the Illinois State Department of Finance and approved by the State Travel Control Board. These travel regulations apply regardless of the source of funds and are effective on January 1, 1971.

The types of travel covered by these regulations are as follows: Business Travel—travel necessary to carry out required administrative, instructional, research, and public service functions of the University; Professional Travel—travel of the faculty and the staff to professional and scientific meetings for the sake of professional enrichment; Organization Travel—travel of the faculty and staff to organization meetings when the University holds official membership in the organization, the University is requested and agrees to send a representative, or the University has assisted in the promotion of the research, educational, or service activities of the professional organization concerned; Special Travel—official representation not otherwise provided in these regulations and approved by the President; and Candidate Travel—expenses of a candidate for a faculty or key administrative position, except for the candidate who comes on his own volition and not by invitation.

Travel is to be authorized and approved by the appropriate fiscal officer and the appropriate Vice-President prior to the beginning of the travel. Additionally, all requests for travel outside the 48 states of the continental United States or Canada must be presented to the Central Office of the Board of Governors 30 days prior to the beginning of the trip. All fiscal officers have a complete and detailed statement of the travel regulations of the Board of Governors. Any questions regarding their interpretation should be directed to the Comptroller.

In all cases the method of travel should serve the best interest of the University. The use of a State vehicle is encouraged wherever practicable. The method of itemization of expenses is the same for all five types of travel. Each travel voucher must indicate the purpose of the travel, the dates of travel, the points of departure and destination, and the mode and cost of transportation.

When a privately owned vehicle is used, the travel voucher must show the dates and points of travel, mileage, and mode of transportation. If the distance traveled between any given points is greater than the usual route between these points, shown on a road map, the reason for the greater distance must be stated.

Travel vouchers must be supported by receipts in all instances for railroad and airplane transportation, for lodging, and all other items in excess, individually, of $5.00, except for meals and incidental items as described in the regulations.

All copies of the voucher must be signed by the individual who has incurred the expense and by his supervisor. The individual's name should also be typewritten or printed below the signature line. Each person submitting a travel voucher must certify on the travel voucher, as required by the provisions of the Illinois Revised Statutes, Chapter 127, Paragraph 148:

"Each voucher for traveling expenses shall indicate the purpose of the travel as required by applicable travel regulations, shall be itemized, and shall be accompanied by all receipts specified in the applicable travel regulations and by a certificate signed by the person incurring such expense, certifying that the amount is correct and just; that the detailed items charged are taken and verified from a memorandum kept by such persons; that the amounts charged for subsistence were actually paid; that the expenses were occasioned by official business or unavoidable delays requiring the stay of such person at hotels for the time specified; that the journey was performed with all practical dispatch by the shortest route usually traveled in the customary, reasonable manner; and that such person had not been furnished with transportation or money in lieu thereof, for any part of the journey therein charged for." Individuals submitting travel vouchers are personally responsible for their accuracy and propriety. Any misrepresentation shall be cause for disciplinary or legal action.

Travel Reimbursement: Allowable Living Expenses

Personal living expenses of travel are reimbursed on the basis of either a "per diem" allowance or "living expenses incurred" allowance. For travel of less than 18 hours during the same calendar day or when a night's lodging is not required, the per diem allowance is not permitted, and living expenses are allowed on the basis of living expenses incurred.

Maximum amounts per meal which can be allowed to an individual traveling on the basis of living expenses incurred are as follows:

Breakfast	$1.75
Lunch	2.25
Dinner	6.00

It is not necessary to submit receipts with travel vouchers to support this per meal allowance for food.

The per diem allowance is allowed only when the travel period is overnight or exceeds 18 hours or more. The per diem allowance provided in these regulations represents the maximum amounts allowable and is given instead of the expenses allowed on the basis of "living expenses incurred." The per diem allowance for travel on offical business consists of the following three elements and may be authorized or approved within the following maximums:

1. $10.00 to cover the cost of meals and incidental travel expenses, telegrams and telephone calls reserving hotel accommodations, laundry and dry cleaning. Receipts need not be submitted to support this allowance.

2. The actual cost of accommodations, excluding tips and room service, not in excess of $12.00 per day plus tax (or not in excess of $15.00 per day plus tax in the Chicago metropolitan area, or not in excess of $28.00 per day plus tax when traveling out of state.) Receipts are to be submitted with travel vouchers to support accommodation expenses claimed.

3. Reimbursement for "special expenses." The cost of miscellaneous other expenses incurred is allowed if reasonable to a traveler who is on either the per diem or actual living expenses incurred basis. All special expenses must be itemized on the travel voucher, if separately claimed. The actual cost of meals for other persons incurred in connection with offical State business is allowed in reasonable amounts. It must be indicated in detail on the travel

voucher why and for whom the expenses were incurred.

When the per diem applies, one-fourth of the daily $10 allowance for meals and incidental travel expenses will be allowed for each period of 6 hours or fraction thereof.

When the cost of meals for approved seminars or official meetings is an integral part of the registration fee, the per diem traveler must deduct the following amounts from the "cost of meals and other travel expenses" allowance and the traveler on "living expenses incurred" must deduct the following amounts from his per meal allowance.

	Deduct
a. If breakfast is included in the registration fee	$1.75
b. If lunch is included in the registration fee	2.25
c. If dinner is included in the registration fee	6.00

Travel Reimbursement: Allowable Transportation Expense

Modes of transportation authorized for offical travel include automobiles, railroads, airlines, buses, taxicabs, and other usual means of conveyance. Transportation may include fares and such expenses incidental to transportation as baggage transfer, official telephone messages in connection with items classed as transportation, and reasonable tips.

All travel must be by the most direct route. Travel by other routes may be allowed only when the official necessity therefore is established. If an individual for his own convenience travels by an indirect route or interrupts travel by direct route, he shall bear the extra expense. Reimbursement for expenses shall be based only on such charges as would have been incurred by the most direct and economical route. All travel must be by the most economical mode of transportation available, considering travel time, costs, and work requirements.

Reimbursement for taxicab fares incurred in the efficient and economical pursuit of the State's business is allowed. All taxicab fares in excess of $5.00 must be accompanied by a receipt indicating the amount paid. When transportation by airport limousine is available and convenient, it should be used instead of taxi.

Travel on airplanes is ordinarily by coach class. Reimbursement for first-class accommodations on commercial air carriers must be explained on the travel voucher and is permitted only when regularly scheduled flights between authorized origin and destination points provide only first-class accommodations; space is not available in less-than-first-class accommodations in time to carry out the purpose of the travel; or the appropriate dean authorizes or approves the use of first-class accommodations as necessary for the conduct of the mission or for reasons of the traveler's health.

Reimbursement for train accommodations will cover one standard roomette when night travel is involved, or one seat in a sleeping or parlor car unless the travel order or other administrative determination specifies that coach accommodations be used.

The use of privately owned vehicles in the conduct of University business is not encouraged except when such use is necessary or desirable due to a lack of other convenient means of transportation or is otherwise advantageous to the University. In such a case reimbursement is at the rate of 12 cents per mile. When the use of a privately owned vehcile is for the personal convenience of the traveler, reimbursement is at the rate of 12 cents for the first 200 miles and at the rate of 6 cents for any miles in excess of 200.

Reimbursement for the cost of automobile parking fees and bridge, road and tunnel tolls is allowed. The fee for parking an automobile at a common carrier terminal, or other parking area, while the traveler is away is allowed only to the extent that the fee, plus the allowable mileage reimbursement to and from the terminal, or other parking area, does not exceed the estimated cost for use of a limousine or taxicab to and from the terminal. In cities where General Services motor pools are established, State cars are to be parked at pool locations.

When the use of public transportation is a reasonable alternative to the use of a privately owned vehicle, the mileage payment may not exceed the cost of public transportation. Mileage will be payable to only one of two or more individuals traveling in the same vehicle.

The use of rented automobiles, aircraft, boats, or other such conveyance will be kept at an absolute minimum, and then rented only in an emergency. Every effort must be made to obtain other suitable transportation rather than to use rented vehicles. When emergencies require the use of rented vehicles, the most economical vehicle available and suitable shall be obtained. In these circumstances, the actual cost may be charged and a full explanation for the use of a rented vehicle must be provided with the travel voucher. Charges for rented vehicles are not properly reimbursed on travel vouchers; but should be submitted on commercial vouchers and are charged to contractual services.

Travel Reimbursement: Professional Travel

Within department budgetary limitations the

University may pay for part or all of the expense for travel to professional meetings. To secure such payment the faculty member must request approval for the trip on a form signed by his fiscal officer, usually his department chairman, and counter-signed by the Academic Vice-President where necessary. Requests for reimbursement of expenses must include receipts for living accommodation and parking fees. Receipts are not required for meals and other incidental expenses although all expenses must be itemized and submitted on an official travel voucher, Form F-10.

Airline tickets may be requested through the Purchasing Office. The faculty member should provide a purchase requisition signed by his Fiscal Officer showing the day, time, and destination for his departure and return. Such information is to be provided sufficiently before the date of departure to permit the department to make necessary arrangements.

Travel Reimbursement: Extension Teaching

Travel reimbursement to faculty members teaching an extension course as part of their regular teaching assignment is authorized if the distance from the instructor's home to the extension site exceeds that from his home to his normal teaching location. For the extra distance he will be reimbursed at the rate of ten cents per mile.

Mileage is not paid to a faculty member who is teaching extension courses at an additional stipend or to a part-time employee whose assignment may be to teach extension courses.

Travel Reimbursement:
Expenses for Applicants for Positions

Travel expense of applicants for positions will be paid under the following conditions:

If a candidate for a faculty position, who has been invited for an interview, is offered a position and accepts, his travel will be paid; if invited for an interview but is not offered a position, his travel will be paid; if invited for an interview, is offered the position but does not accept, no travel will be paid, except as the President may recommend for certain key administrative positions. If a candidate comes of his own volition, and not by invitation, no travel expense will be paid.

Expenses will be paid according to the following provisions:

Meals and Lodging.

Actual expenses of candidate and wife, receipts to be furnished.

Travel Expense for Candidate Only.

a. Automobile Travel
   (1) First 200 miles each way - 7 cents per mile.
   (2) Second 200 miles each way - 5 cents per mile.
   (3) Third 200 miles each way - 3 cents per mile.
   (4) In excess of 600 miles each way - 2 cents per mile.

b. Bus, Train or Air Travel:
   Actual coach fare of candidate only, receipt to be furnished.

A full discussion of Board of Governors travel regulations is found in the *Bylaws*, pp. 64-76.

Reimbursement: Petty Cash

To secure reimbursement for minor authorized expenditures, a faculty member should present a petty cash slip signed by his department chairman. The slip should show the line item under which the expenditure was made and the department's budgetary account number as well as a receipt for the expenditure. Only expenditures under $10.00 can be funded in this manner.

Security

Emergencies involving security, fire, or accidents should be reported immediately to the Office of Security, which is open 24 hours a day. Faculty members will be contacted, if needed, for further information by the staff of the Office of Security.

The Office of the President also channels information about emergencies. Classes are officially cancelled only by the President or his designee. Information about such cancellations is given to all department offices.

Medical Emergencies

Any illness or injury to an employee or student should be reported promptly to the Health Center, whose staff will give emergency service. If the injury is minor and the Health Center is closed, the person should be sent to the Department of Health, Physical Education and Recreation. In the event of serious illness or injury, the legal guardian or nearest relative of the victim should be contacted and arrangements made to transport him to a hospital. Detailed provisions for medical emergencies are posted in offices and corridors.

Each University employee is covered by Workmen's Compensation if he is injured in the course of employment. To obtain such compensation, he must make a personal report of the injury on forms available for this purpose from the Office of Civil

Service Personnel. For further information about compensation for time lost as the result of such injuries, he should contact either the Academic Vice-President or the Office of Civil Service Personnel.

Student Aides

Student aides are often available to assist faculty members. Among the tasks frequently delegated to them are checking attendance and grading certain types of papers. The chairman of the department is responsible for what student employees do, but he typically assigns some of the supervision to the secretary of the department. Requests for assistance of student aides are generally handed to the secretary who is responsible for work assignments.

Check Cashing

The Cashier's Office will cash personal checks up to $25.00 for faculty and staff upon presentation of proper identification.

Notary Public

Documents which are related to offical University business may be notarized in the Office of the Academic Vice-President.

Lost and Found

Lost items should be reported and found property should be turned over to the Student Activities Office, unless the faculty member believes he can return the property more easily himself. Records are kept there and the owners identified whenever possible. Items held for over six months are given to charitable organizations in the city.

Supplies, Materials, and Equipment

Each department maintains an inventory of frequently used commodities. The inventory is replenished periodically by requisition from Central Supply.

Major pieces of equipment need to be anticipated for budgetary purposes. Requests for such equipment should be made by the department chairman through the appropriate administrative channels. Large purchases generally require competitive bidding, and in all cases purchase requisitions signed by the department chairman must be submitted prior to purchase.

All materials, supplies, equipment, repairs, and maintenance are purchased by the Office of Purchasing, and no other department may order directly.

Maintenance and Repair

Requests for normal maintenance services or for the transfer of furniture or equipment should be made to the Director of Physical Plant on a work request form. Work request forms are available from the Office of Physical Plant.

Keys

Keys that open offices, classrooms, and laboratories are issued by the Office of Physical Plant. The department chairman authorizes the issuance of a key by signing a Key Certification Card, which is sent to the Physical Plant office. The person accepting the key also signs the card, which is filed. When the holder of a key no longer needs it, he returns it to the Physical Plant office and receives the card. Until then he is responsible for it. Keys should not be returned to department chairmen nor should they be duplicated or given to others.

When a particular department is first to use a classroom, a key for that classroom is furnished to the department office.

Smoking and Fire Regulations

Smoking is permitted in offices, the University Center, and in other specially designated areas, such as lounges. It is not permitted in classrooms or in corridors. In case of fire activate the neatest fire alarm box, call the Chicago Fire Department (FI 7-1313), and then call the Office of Security. Fire regulations and evacuation procedures have been posted on Bulletin Boards in the corridors of all University buildings. For more information please call the Office of Security.

Faculty members should know the proper exits for the rooms which they use.

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